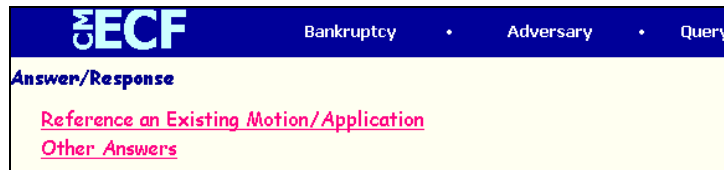


# FILING A DOCUMENT/DOCKETING – ANSWER/RESPONSE

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The following instructions will guide you through the process of filing and docketing an answer or response in the Electronic Case Filing (ECF) system.

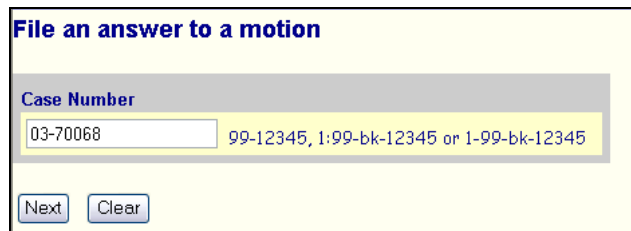
**STEP 1** Select **Bankruptcy** from the **Main** menu, then click **Answer/Response** from the Bankruptcy Events menu.

The screenshot shows the ECF system interface. At the top is a blue header with the ECF logo and navigation links: 'Bankruptcy', 'Adversary', and 'Query'. Below the header, the 'Answer/Response' section is highlighted in yellow. It contains two red underlined links: 'Reference an Existing Motion/Application' and 'Other Answers'.

**Choose either:**

- Reference an Existing motion/application – if filing an objection, reply or response to a previously filed motion or application; or
- Other Answers – if responding to a pleading other than a motion or application, including, but not limited to, an answer or amended answer to a complaint or a response to an objection

**STEP 2** The **Case Number** screen appears.

The screenshot shows the 'File an answer to a motion' screen. It has a yellow background. At the top, the title 'File an answer to a motion' is in blue. Below it, there is a section titled 'Case Number' in blue. Inside this section, there is a text input field containing '03-70068' and a label '99-12345, 1:99-bk-12345 or 1-99-bk-12345'. At the bottom of the section, there are two buttons: 'Next' and 'Clear'.

- Enter case number, then click **Next** to continue.
- If the computer prompts that you have entered an invalid case number, click **Back** to re-enter case number.

**STEP 3** The **Select the Party** screen appears.

**File an answer to a motion**

03-70068 Lion King Please select the filer.

**Select the Party:**

Bradley, Trustee [Trustee]
Creditor, [Creditor]
King, Lion [Debtor]
Purina One, [Creditor]
U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

- If the party is listed, click the name to highlight and proceed to **Step** (See Note in Step 7, regarding association between attorney and party); or
- Click **Clear** to re-select party; or
- If the party is not listed, click **Add/Create New Party**.

**STEP 4** The **Search for a party** screen appears.

**Search for a party**

**SSN**  **Tax Id**

**Last/Business name**

- Enter party's last name (or business name)
- Click **Search**.

**STEP 5** The **Party search results** screen appears.

**Search for a party**

**SSN**  **Tax Id**

**Last/Business name**

**Party search results**

Pedigree,

Person Address - Microsoft Internet Explorer

Pedigree

- If the party's name appears in **Party search results** window, click to highlight the name (A pop-up window will appear listing the name and any address for the party selected.). If the party is listed with an address, select the party and modify or remove the address on the **Party Information** screen. Click **Select name from list** to proceed to **STEP 6**.

Search for a party

SSN  Tax Id

Last/Business name

**Party search results**

Purina Pet Products.

or

Search for a party

SSN  Tax Id

Last/Business name

**Party search results**

No person found.

- If the party's name does not appear in the **Party search results** window or results indicate **No person found**, click **Create new party** and proceed to **STEP 8**.

**STEP 6** **Party Information Screen** appears.

**Party Information**

**Pedigree** SSN: Unknown

**Office**  **Address 1**

**Address 2**  **Address 3**

**City**  **State**  **Zip**

**County**  **Country**

**Phone**  **Fax**

**E-mail**

**ProSe**  **Role**

**Party text**

- Change the **Role** field to reflect the role of the party being added The field defaults to **blank (blank:)** and must be changed before you are allowed to proceed.
- If an address is included for the party, either modify or remove as necessary.

- If there is text that you wish to appear on the docket in the header information (after the party's name; i.e. 'a Virginia Corporation', 'as Trustee...', etc.) key information in **Party text** field.
- Select appropriate status for the party in the **Pro Se** field.
- Click **Submit** to continue, or **Cancel** or **Clear** to restart

**STEP 7** The **Select the Party** screen appears with party highlighted.

The screenshot shows a web interface titled "File an answer to a motion:" with a link "03-70068 Lion King". Below this, it says "Please select the filer." and "Select the Party:". A dropdown menu is open, listing several parties: "Pedigree, [Creditor]", "Bradley, Trustee [Trustee]", "Creditor, [Creditor]", "King, Lion [Debtor]", "Purina One, [Creditor]", and "U. S. Trustee, [U.S. Trustee]". To the right of the dropdown is a link "Add/Create New Party". At the bottom are "Next" and "Clear" buttons.

- Click **Next** to continue or **Clear** to restart. Proceed to **STEP 11**.

**NOTE:** The following screen appears if the attorney has not been previously associated with the selected party. Check the box next to the proper association and click **Next** to continue. (Clicking **Clear** will uncheck the box.).

The screenshot shows the same "File an answer to a motion:" header with the link "03-70068 Lion King". Below, it states: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". There is a checkbox next to the text "Bank One, (cr:cr) represented by Lowe, Debra (aty)". At the bottom are "Next" and "Clear" buttons.

**STEP 8** If, in the party search results in **STEP 5**, the party was not listed, or the search results specified **No Person Found**, click **Create New Party**.

Search for a party

SSN  Tax Id

Last/Business name

Party search results

Puma Pet Products.

OR

Search for a party

SSN  Tax Id

Last/Business name

Party search results

No person found.

**STEP 9** The New Person Information screen appears.

**Party Information**

Last name  First name

Middle name  Generation  Title

SSN  Tax ID

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

ProSe  Role

Party text

- Enter the party information in the appropriate fields. (If you are adding a business, use the *Last Name* field for the full business name.) Please DO NOT add address information, on this screen, for any party that you are associating with a case.
- Select the appropriate **Role** (Creditor), by clicking in the box or the down arrow next to the field name. You will need to use the scroll bar to navigate through the list.
- If you wish to include **Party Text** (such as a Virginia Corporation, etc.) add in box provided
- Click Submit to proceed to **Step 10**, Cancel to return to **Select the Party** screen or Clear to re-key party information.

**STEP 10** The **Select the Filer** screen appears with party highlighted.

**File an answer to a motion:**  
03-70068 Lion King

Please select the filer.

**Select the Party:**

Kal Kan, [Creditor]
Pedigree, [Creditor]
Bradley, Trustee [Trustee]
Creditor, [Creditor]
King, Lion [Debtor]
Purina One, [Creditor]
U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Next Clear

- Click **Next**. (See Note in Step 7, regarding association between attorney and party)

**STEP 11** The Select the Type of Answer/Response screen appears.

**File an answer to a motion:**  
03-70068 Lion King

Objection  
Reply  
Response

**Reference an Existing Motion/Application**

or

**File an Answer:**  
03-70068 Lion King

Amended Answer  
Answer  
Answer to Involuntary Petition  
Counterclaim  
Declaration  
Objection  
Opposition Brief  
Reply

Next Clear

**Other Answers**

- Click on down arrow to right of box to open drop box selection (Reference an Existing Motion/Application); or use scroll bar to navigate (Other Answers)
- Highlight type of document being filed.
- Click **Next** to continue, or **Clear** to repeat process.

**STEP 12** Select the document screen appears.

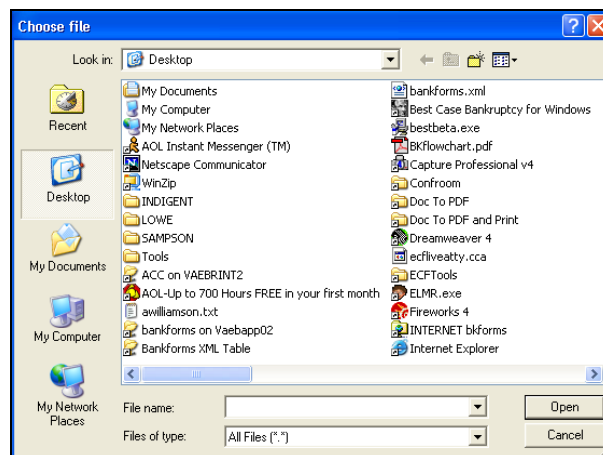
**File an answer to a motion:**  
[03-70068 Lion King](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:** ☒ No ☐ Yes

- Key the complete pathname in the filename box or click the **Browse** button to select the file.
- In the **File Upload** (or **Choose File**) box:
  - Change **Files of type** to: Acrobat [\* .pdf] or All Files, *if appropriate*
  - Change **Look in:** to appropriate drive where document is located.
  - Click on filename to be associated with the entry.
  - Click **Open** to include the file in the **Filename** box (or you may double click on the filename and it will include the file in the **Filename** box). (Clicking **Clear** would remove the file from the Filename box.)



- The **Select the PDF Document** screen re-appears, with the filename included.

**File an answer to a motion:**  
[03-70068 Lion King](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:** ☒ No ☐ Yes

- If there are no “Attachments to Document:”, click **Next** to proceed to **Step 14**.
- If there are “Attachments to Document” proceed to **Step 13**.

**STEP 13** If, in **Step 12**, you had additional documents to include:

**File an answer to a motion:**  
[03-70068 Lion King](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:** ☐ No ☒ Yes

Click the radio button next to **Yes**.

- Click **Next**, or **Clear** to re-select the file.

The **Select one or more attachments** screen appears. All additional documents must be attached, one at a time, using this screen.

**File an answer to a motion:**  
[03-70068 Lion King](#)

**Select one or more attachments.**

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

2) Select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- As in **Step 12**, key the complete pathname in the filename box or click the **Browse** button to select the file.
- Also as in **Step 12**, in the **File Upload** (or **Choose File**) box:
  - Change **Files of type** to: Acrobat [\* .pdf] or All Files, *if appropriate*
  - Change **Look in:** to appropriate drive where document is located.
  - Click on filename to be associated with the entry.
  - Click **Open** to include the file in the **Filename** box (or you may double click on the filename and it will include the file in the **Filename** box).
- To include a description of the attachment:
  - Click on the down arrow next to **Type** and click the type of attachment, or
  - Click in the **Description** box and key the description of the attachment
- Click **Add to List**.
  - (NOTE: If you select the wrong document, you can highlight it and click “Remove from List”)
- Continue the above steps until all attachments have been added, then
- Click **Next** to proceed.

**STEP 14** If in **STEP 1** you selected **Reference an Existing Motion/Application**, the **Select the applicable motion(s)/application(s)** screen appears.

**File an answer to a motion:**  
[03-70068 Lion King](#)

Select the applicable motion(s)/application(s).

☐ 07/25/2003 [20](#) Trustee Final Report and Account Prepared by the Chapter 7 Trustee and Reviewed by the United States Trustee; and, if applicable, applications for compensation Filed by Trustee Bradley on behalf of Trustee Bradley (Bradley, Trustee)

☒ 07/31/2003 [24](#) Motion for Relief from Stay Re: 200 Sahara Lane filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Creditor. (Lowe, Debra)

☐ 07/31/2003 [25](#) Motion to Dismiss Case filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Creditor. (Lowe, Debra)

☐ 08/04/2003 [41](#) Motion for Leave to Appeal (Re: related document(s)[\[14\]](#) Order on Motion to Vacate Order Dismissing Case) filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Creditor. Answer Due by 8/14/2003. (Lowe, Debra)

- Check the box to select the document to which you are relating. Click **Next**, to proceed to **STEP 15**. Clicking **Clear** would un-check the box and allow you to re-check.

If in **STEP 1** you selected Other Answers, one of two screens appears.

- If in **STEP 11** you selected **Amended Answer** or **Answer to Involuntary Petition**, the **Select the appropriate event(s) to which your event relates** screen appears, with the appropriate entry checked.

**File an Answer:**  
[03-30140 Carol E. James](#)

*Select the appropriate event(s) to which your event relates:*

☒ 08/11/2003 [4 Answer to Involuntary Petition \(Re: related document\(s\) \[1\]](#)  
Involuntary Petition Under Chapter 7 filed by John Crowder) filed  
by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Carol E.  
James. (Lowe, Debra)

- Click **Next** to proceed to **STEP 15**.
- If the appropriate entry, for relating to, has not been made to the case, the following screen appears, and the entry cannot be completed.

**File an Answer:**  
[03-70068 Lion King](#)

There are no applicable events to relate to the current event. Docketing of this event cannot continue.

- If in **STEP 11** you selected **Answer, Counterclaim, Declaration, Objection, Opposition Brief, Reply** or **Response**, the **Select the category to which your event relates** appears.

**File an Answer:**  
[03-70068 Lion King](#)

*Select the category to which your event relates.*

answer  
appeal  
claims  
cmp  
court  
misc  
motion  
notice  
order  
plan

**Filed**  **to**

**Documents**  **to**

- Scroll to view types of existing categories.
- Click to select appropriate category of document(s) to which the answer/response relates.
- To specify more than one category, select the first category, then press <Ctrl> and click additional categories.
- To further limit search, you may select a filed date range or a document number range.
- Click **Next**.
- The **Select the appropriate event(s) to which your event relates** screen appears.

**File an Answer:**  
03-70068 Lion King

Select the appropriate event(s) to which your event relates:

☐ 07/11/2003 5 The Section 341 Meeting has been Re-Scheduled to 8/19/2003 at 10:00 a.m. The debtor(s) attorney or pro se debtor(s) is responsible for noticing all interested parties pursuant to Local Rule 2003-1. Filed by Cecelia Ann Weschler of Office of the U. S. Trustee Error: party not known (Bradley, Caroline)

☐ 07/25/2003 15 The Section 341 Meeting has been Re-Scheduled to 9/3/03 at 10:00 AM. The debtor(s) attorney or pro se debtor(s) is responsible for noticing all interested parties pursuant to Local Rule 2003-1. (Re: related document(s)[14] Order on Motion to Vacate Order Dismissing Case) Filed by Debbie Lowe on behalf of U. S. Trustee (Lowe, Debbie)

☐ 07/25/2003 16 Resignation of Trustee Barry W. Spear Filed by Trustee Bradley on behalf of Barry W. Spear (Bradley, Trustee)

☐ 07/25/2003 17 Appointment of Trustee Bradley (Re: related document(s)[16] Resignation of Trustee filed by Barry W. Spear) Filed by U. S.

- Check the box to select the document to which you are relating. Click **Next**, to proceed to **STEP 15**. Clicking **Clear** would uncheck the box and allow you to re-check.

## STEP 15 Docket Text: Modify as Appropriate screen appears.

**File an answer to a motion:**  
03-70068 Lion King

Docket Text: Modify as Appropriate.

☐ Response to (Re: related document(s)[24] Motion for relief from stay filed by Creditor) filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Purina One . (Attachments: # (1) Exhibit(s)) (Lowe, Debra)

- To add a prefix to the docket text of the **Notice of Appearance**:
  - Click on the arrow to the right of the first (prefix) box.
  - Select the correct modifier.
- To add additional text:
  - Click in the second (text) box.
  - Type in any additional information you wish to include to describe the **Notice of Appearance**.
  - After verifying the information is correct, click **Next** to proceed (Clicking **Clear** will remove any text selected or keyed).

**STEP 16      Docket Text: Final Text screen appears.**

**File an answer to a motion:**  
[03-70068 Lion King](#)

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**Docket Text: Final Text**  
 Response to (Re: related document(s)[24] Motion for relief from stay filed by Creditor) filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Purina One. (Attachments: # (1) Exhibit(s)) (Lowe, Debra)

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**WARNING!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- Verify docket entry as it appears on screen.
- If correct, click **Next** to submit filing to court.
- If docket entry is incorrect, press **Back** to make corrections, or start over by clicking **Bankruptcy** on the **Main** menu.

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## Receipt of Filing

The Notice of Electronic Filing screen appears after clicking Next at the Final Text screen. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.

**File an answer to a motion:**  
[03-70068 Lion King](#)

**U.S. Bankruptcy Court TRAIN**  
**Eastern District of Virginia - TRAIN**

Notice of Electronic Filing

The following transaction was received from Lowe, Debra H. entered on 8/8/2003 at 5:08 PM EDT and filed on 8/8/2003

**Case Name:** Lion King  
**Case Number:** [03-70068](#)  
**Document Number:** [44](#)

**Docket Text:**  
Response to (Re: related document(s)[24] Motion for relief from stay filed by Creditor) filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Purina One. (Attachments: # (1) Exhibit(s)) (Lowe, Debra)

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** N:\ecf\TrainDocs\Answer-Response.pdf

Each notice includes the following:

- Who filed the document
- Date and Time
- Case Name
- Case Number
- Document Number
- Original filename (pdf)
- Electronic document stamp

To print receipt:

- Click on **File** at top of Netscape screen and select **Print**, or
- Click on the Printer icon at the top of the page.

*[Note: It is strongly recommended that a copy of the receipt be maintained for your records.]*

If you attempt to access the docket or the document through the links provided on the Notice of Electronic Filing, the following screen will appear, requiring you to log in using your PACER login and password.

**PACER Login**  
**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.  
**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.  
An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.  
**Authentication**  
Login:   
Password:   
Client code:   
☐ Make this my default PACER login